



## **City of Burien, Washington Miscellaneous Funding Requests for 2009 Guidelines & Application**

### **Introduction**

The City of Burien, Washington has four categories of funding available:

1. Human Services
2. Arts & Culture Funding
3. Neighborhood Matching Fund
4. Miscellaneous Funding Requests

The Miscellaneous Funding Requests is a new category that provides funds for requests that do not fall into any of the other three categories. Awards will be made based on available funding. **Applications are due by 2:00pm on Thursday, July 31, 2008.**

### **Eligibility**

- Applicant must be a non profit organization.
- The program/event/item being requested for funding must be for public benefit.
- Only one application per organization per year.

### **Review Criteria**

The following criteria may be used in evaluating applications:

- Access and direct benefit to Burien residents.
- Applicability to Burien City Council priorities.
- Fiscal stability and administrative capability of the organization.
- Diversity of funding sources and leverage of other dollars.

### **How to apply**

The City of Burien will hold an application cycle for miscellaneous funding requests every year. The application cycle is held in the summer prior to the year of funding. Thus, an organization requesting funding for the year 2009 would need to apply in the summer of 2008. Applications for 2009 funding are due by 2:00pm on Thursday, July 31, 2008.

The applicant will need to complete the attached application form and return it to the City of Burien, 15811 Ambaum Blvd SW, Suite C, Burien, Washington 98166, Attention: Lori Fleming, Management Analyst, by the specified due date.

The applications will be reviewed by City Staff with recommendations made to the Burien City Council through the Preliminary Budget process. Notification of funding awards will be made in December 2008, after the City's budget has been adopted by the City Council.

For questions regarding the application process, please call Lori Fleming, Management Analyst at (206) 248-5518, or e-mail: [Lorif@burienwa.gov](mailto:Lorif@burienwa.gov).



# City of Burien, Washington

## 2009 Miscellaneous Funding Request Application

1. Organization Name:	
Non-profit organization? Yes <input type="checkbox"/> or No <input type="checkbox"/> Please attach evidence of non-profit status.	
2. Address:	
3. Contact Person Name and Title:	
4. Telephone:	E-mail:
5. Brief Description of Project, including timeframe:	
Project is New <input type="checkbox"/> or On-going <input type="checkbox"/>	
6. Describe the purpose of the project and its benefit to Burien:	
7. What is the intended result(s) or outcome of the project?	
8. Complete the Budget Chart on the next page or submit your own budget.	
9. Project Cost:	
(a) Burien Miscellaneous Funding Requested	\$
(b) Total Project Cost:	\$
10. Authorized Signature of Applicant:	
I certify that the information in this application is accurate to the best of my knowledge:	
Printed Name and Title: _____	
Signature: _____	
Date: _____	

**8. Project/Program Budget (You may submit a budget in your own format)**

Revenue Sources	2008 Project Revenue	2009 Estimated Project Revenue	Confirmed Funding? Y or N
Federal			
State			
County			
Cities (indicate city name below)			
Corporate/Business Support			
Foundations			
Individual Donations			
Other:			
<b>TOTAL REVENUE</b>			
In-Kind			

Expenses	2008 Project Expenditures	2009 Estimated Project Expenditures
Personnel Costs		
Supplies		
Consultant or purchased Services		
Communications		
Rent/Leases		
Equipment		
Advertising		
Printing Costs		
Other (specify below)		
<b>TOTAL EXPENSES</b>		
In-Kind		
NET PROFIT (LOSS) (revenue - expenses) =		

**List previous funding awarded by the City to your Agency:**

Year of Award	Amount Awarded	Purpose of Funding